# ISR Services 2004
# Data Collection

***Centralized Training***
***Dallas, Texas***
***12 – 16 Jan 2004***

# *Roles and Responsibilities*

# *Topics*

- Outlining the Roles and Responsibilities of the following:
  - Assistant Chief of Staff for Installation Management (ACSIM)
  - Headquarters, Department of the Army Staff (HQDA)
  - Headquarters, IMA/Regions
  - Installations

# *Roles and Responsibilities ACSIM*

- **Installation Management proponent for HQDA.**
- **Accountable for improving the status of Army installations.**
- **Responsible for overall policies, standards, and procedures for the ISR Program.**
- **Develops, collects, and reviews reporting requirements for installation data.**
- **Provides final approval for ISR content.**
- **Directs the usage of the installation data.**
- **Integrates analysis efforts of the HQDA staff members.**
- **Evaluates the utility of the ISR Software and Program as a decision support tool.**

# *Roles and Responsibilities HQDA Army Staff*

- **Provides assistance to the Installations when needed by issuing programming and functional guidance to meet Army-wide goals and objectives.**
- **Dialog is documented in the FAQs by ISR Helpdesk.**
  - **FAQs posted on website**
- **Provides final review and analysis of ISR data (QA/QC).**
- **Initiates change recommendations to ACSIM for the ISR.**
- **Provides baseline content for Implementing Instructions.**
- **Provides data for toplоad as appropriate.**
- **Assists ACSIM in responding to AAR issues.**

# *Roles and Responsibilities IMA/Regions/ARNG*

1. **Ensure that:**
   a) **ISR is fully implemented throughout all Installations.**
   b) **Each respective Installation ISR POC is provided full support and opportunity to be trained and instructed on the application.**
   c) **Specific guidelines are provided to Installations for on-time, accurate data submissions.**
   d) **Arising issues are coordinated with HQDA functionals/ISR Services Team for timely resolution.**

# *Roles and Responsibilities IMA/Regions/ARNG (Cont.)*

**e) A thorough QA/QC of the data is accomplished prior to approval.**

**f) The specific data submission dates for all headquarters are met so that final data submission to ACSIM is accomplished by :**

***15 April 2004***

**e) QA/QC queries from higher HQ are promptly resolved.**

**2. Maintain close coordination and quality control between Overall and ISR Services POCs at IMA HQ, Regional HQs and at the Installations.**

# *Roles and Responsibilities IMA/Regions/ARNG (Cont.)*

3. **Thorough QA/QC: Review all Installation-level data files for**
    a) **Accuracy**
    b) **Completeness**
    c) **Consistency**
4. **Approve Data – online electronic approval.**
5. **Forward consolidated data file to HQDA – electronically online.**
6. **Signed summary report is forwarded to complete the collection.**
7. **OVERALL GOAL: <u>GOOD DATA</u>!!**

**ACCURATE ! COMPLETE ! ON-TIME !**

# *Roles and Responsibilities Installation*

1. **Garrison Commander**
   - a) **Responsible for installation planning, preparation, supervision, coordination and execution of the ISR Program.**
   - b) **Assures that data submission date, as established by the next higher HQ is met.**
   - c) **Appoints a single ISR Services Point-of-Contact (POC) responsible for program execution.**
   - d) **Ensures that issues arising during data collection are forwarded in a timely fashion for resolution at higher HQ.**
   - e) **Ensures that all services are evaluated and authenticates the installation ISR data and ratings.**
   - f) **Provides comments and overwrites to the reported C-ratings, where necessary or discrepancies exist.**
   - g) **Signs the ISR Summary Report and forwards to higher HQ.**

# *Roles and Responsibilities Installation (cont.)*

## 2. ISR Services POC

- **Organize and execute the effort**
- **Establish an open-line of communication – key to a successful data collection.**
- **Plan and conduct training as needed**
- **Distribute all materials for the collection.**
- **Consolidate and integrate the installation data results.**
- **Coordinate the review process with the Commander & Staff – quality assurance of data.**
- **Validate (and in some cases may Approve) the ISR Services data for submission to their higher HQ.**
- **Correspond with ISR higher HQ POC during QA/QC to ensure**

**Accuracy, Completeness, and Consistency!!!**

# *Roles and Responsibilities Installation (cont.)*

## 3. Installation – Staff/Units/SMEs

- **Read Instructions - Identify and forward for resolution any issues affecting ability to understand and report concise data.**
- **Collect and submit ISR data for their functional area to their installation ISR Services POC.**
- **Provide input as required to meet data collection milestones/requirements established by the Installation ISR Services POC/Garrison Commander.**
- **Ensure data submission meets suspense date as determined by Garrison Commander/Installation ISR POC.**
- **Assist as needed in resolution of QA/QC queries during QA/QC at all levels.**

# *Summary*

- **Installation ISR POC is the “Conductor”.**
- **Consistent, on-going, active review of data is critical**
  - **Periodic status reports can be provided to Region POCs by the ISR Services Team as requested. (Servers now located in the Pentagon and may reduce responsiveness)**
- **Commander’s comments are key to “painting the picture”.**
  - **Now required by ISRWeb for C3 and C4 ratings**
- **Know your data submission suspense date!!**
- **QUALITY DATA!!!**

# *Overall Goal:*

# ***Correct***